

AUDITORIUM STAFFING INFORMATION

If a Media Service Technician has been requested for your event, we will endeavor to secure the services of a technician for your activity.

Please be aware that there is a limited number of Media Services Technicians available to cover community activities in the public schools. It is possible that we might not be able to staff your event with a technician.

If a technician is not available, there will be no access to the control board for sound & special lights and the event may not be scheduled or might have to be re-scheduled or cancelled.

Security and/or building attendant staff may be required as a condition of placing your event.

Please be aware that schools construct and acquire scenery and props for their own drama and musical productions. The props and the productions may limit the amount of stage space available for community use and sometimes prevent the community from using the auditoriums completely.

Banners and other decorations are not to be hung on curtains and walls. Floors and stages are not to be painted or taped.

The Community Use of Public Facilities will make every effort to ensure that your activity is fully staffed. If any staff is not available it may mean that your program may not be scheduled or will have to be re-scheduled or canceled.

We will notify you as soon as possible if we are unable to staff your activity. We appreciate your understanding of these issues and we are sorry for any inconvenience this might have in the planning of your special event.

Signature

Date

Organization

COMMUNITY USE OF PUBLIC FACILITIES
600 Jefferson Plaza, Suite 300
Rockville, MD 20852

Phone 240-777-2725

Fax 240-777-2707